

R10 InfoPage

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Q&D - Puget Sound Team Records Disposition Schedules

SERIES DESCRIPTION	DISPOSITION	NARA NUMBER
Link to the common Housekeeping Schedules that may not be included in this table		Link to Printable Intuitive Folders List
FINAL DELIVERABLES AND REPORTS: Consists of final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Also includes final reports resulting from special studies and surveys completed within the Agency. Item a(2): Environmental programs, except Superfund site-specific - Electronic Function: 305-109-01 258	Item a(2):Permanent Close inactive records upon completion of project. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.	N1-412-06-27 Status: Final, 10/31/2008
GRANTS & OTHER PROGRAM SUPPORT AGREEMENTS: Includes records that document all types of agreements with other federal, state, or local government agencies, universities, non-profit organizations, Tribes, and other institutions to which EPA is a party, and that support EPA's environmental programs (other than Superfund site-specific, and waste water construction and state revolving fund grants). Specific types of agreements include assistance agreements, grants, cooperative agreements, interagency agreements, agreements for "guest" workers, and other types of program support agreements administered by headquarters or EPA regions and that provide for research, demonstration projects, training, fellowships, investigation, surveys, studies, or other types of program support activities. Also includes supporting documentation. Specific types of records include, but are not limited to, documentation of significant actions and decisions relating to and supporting the award of agreements, documentation of actions and decisions relating to the competition of agreements, announcements and solicitations of funding opportunities, justifications, requests and justifications for the non-competitive award of agreements, cost estimates, scopes of work, correspondence, applications, pre-award reviews, funding decisions, award documentation, documentation relating to the evaluation of proposals and applications, conflict of interest documentation, transmittal correspondence, agreements, agreement oversight activities, non-compliance documentation, dispute documentation, audit records, closeout documentation for completed agreements; and reports and evaluations resulting from agreements. Excludes: Final products and deliverables (EPA 258),	Item a:Disposable Close inactive records immediately after closeout of the agreement. Destroy 10 years after file closure.	N1-412-07-34 Status: Final, 11/30/2008

<p>Item a: Record copy</p> <p>Function: 205 003</p>		
<p>GRANT AND OTHER AGREEMENT OVERSIGHT: Records include correspondence, reports, policies and procedures, office-specific plans, and other documentation relating to the implementation of the post-award monitoring, evaluation, and oversight of grants and other assistance agreements. Excludes: Records relating to the day-to-day administration of grants and agreements scheduled as EPA 001, EPA 003, and EPA 232.</p> <p>Item a: Superfund site-specific</p> <p>Item b: Other than Superfund site-specific</p> <p>Function: 205 183</p>	<p>Item a: Disposable Close inactive records at end of reporting period. Destroy 30 years after file closure.</p> <p>Item b: Disposable Close inactive records at end of reporting period. Destroy 10 years after file closure.</p>	<p>N1-412-07-3</p> <p>Status: Final, 09/30/2007</p>
<p>Unsuccessful Grant Application Files: Includes but is not limited to applications, proposals, correspondence, and other records and documentation related to unsuccessful (e.g., rejected, withdrawn, not selected for award under a competition) applications for grants and unsolicited proposals for grants that are not accepted for award. This includes documentation relating to the evaluation of the unsuccessful application or unsolicited proposal for award. Item a: Record copy</p> <p>Function: 205 274</p>	<p>Item a: Disposable Close inactive records after rejection or withdrawal. Destroy 3 years after file closure.</p>	<p>General Records Schedule 3/13</p> <p>Status: Final, 02/14/2007</p>
<p>PROGRAM MANAGEMENT FILES: Includes records which relate to the on-going management of programs and routine projects within programs. Types of files include both mission and operational programs and may be maintained by one or more organizational units. Specific types of records include correspondence; memoranda; staff meeting records such as agendas, background papers, attendance lists, and meeting minutes or summaries; routine office procedures; and reports relating to general policy and program matters, oversight reviews, interagency activity, research and other similar materials. Also includes project control files showing assignments, progress, and completion of projects. Excludes: General administrative and routine housekeeping records (EPA 110) and organization and program development records (EPA 145). Item b: Other than senior officials</p> <p>Function: 301-093 006</p>	<p>Item b: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.</p>	<p>N1-412-06-6/2</p> <p>Status: Final, 12/31/2009</p>

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